

**Important Non-negotiable Deadlines for Geology MS students**  
*(also refer to details and web links in GSC 696 MS Thesis Guidelines and Procedures)*

Deadline	Task
End of 2 <sup>nd</sup> quarter of enrollment in MS program	File Graduate Contract with Graduate Coordinator
Beginning of 3 <sup>rd</sup> quarter of enrollment in MS program	Complete requirements GSC 600 (Thesis Proposal)
6 months prior to intended thesis defense date <i>(this deadline may be earlier depending on advisor)</i>	Submit Introduction and detailed outline of MS thesis to your primary thesis supervisor
6 months prior to intended thesis defense date	Schedule tentative defense date ( some week 6 months in the future); set other benchmarks with your thesis supervisor
Beginning of the quarter you intend to graduate	Apply for graduation
Minimum of 1 month prior to defense date <i>(this deadline may be earlier, depending on advisor)</i>	Submit first <b>full draft</b> of MS thesis document to thesis supervisor
Minimum of 1 month prior to defense date	Thesis supervisor schedules defense <b>upon approval of first draft</b> . This will be a specific day and time at least 10 days before library submission deadline)
Minimum of 1 month prior to defense date	Meet with library formatting personnel for format review of your thesis draft—schedule this meeting in advance
Minimum of 10 days prior to defense date	Primary thesis supervisor approves and submits <b>final draft</b> of MS thesis to the graduate committee for reading and evaluation
Scheduled defense date <b>(allow at least 10 days prior to library deadline for thesis edits required by committee )</b>	Oral presentation of MS thesis, immediately followed by oral defense
Final Deadline for thesis submission (set by University)	Obtain signatures of Thesis Committee Chair and Graduate Coordinator on <b>Culminating Experience Form</b> and submit thesis to library